



STAFFING SYSTEM CONVERSION

Conversion Number

Requirement

STATINTL

- 01 Design MOS codes
- 02 Establish Staff position ceilings in current T/O system
- 03 Determine requirement for SRB 'general positions'
- 04 Reclassify [REDACTED]
- 05 Develop abbrev title suffixes
- 06 Develop footnote codes
- 07 Shorten Org Titles to 36 characters
- 08 Establish unique occup series codes for each position title
- 09 Standardize manual totals on PCR
- 10 Establish 'Intermediate' organization levels on current T/O.
- 11 Reclassify multi-incumbency positions that reside at various locations
- 12 Remove signature records in current T/O
- 13 Assign 'Location' codes to each position in current T/O
- 14 Purge 'SG' and 'OO' designations in positions
- 15 Designate 'Emergency Relocation' positions
- 16 Designate 'Supervisory' positions
- 17 Purge 'Non-Staffing' records in current T/O
- 18 Establish and input Org abbr titles thru Branch level

~~SECRET~~ ~~NO DISSEM~~ ~~CONVERSION~~Conversion
NumberRequirement

- | | |
|----|--|
| 19 | Identify Career Services associated with each Office |
| 20 | Identify position title suffixes for necessary positions |
| 21 | Verify 'Language Recaps' in current T/O |
| 22 | Identify reporting sequence for CTP and TAS |
| 23 | Identify reporting sequence & level of staffs in Op Services Div. |
| 24 | Assign MOS codes to military positions |
| 25 | Write computer program to identify Org titles thru the Branch level |
| 26 | Write a computer program to identify all military positions |
| 27 | Purge Directorate 'Other' records in current system |
| 28 | Expand record in current T/O to allow for new data fields |
| 29 | Write computer program to assign 'Location' codes to positions |
| 30 | Determine maximum number of organizational units at each organizational level |
| 31 | |
| | STATINTL |
| 32 | Correct Grade Level of GP positions in Office of Logistics |
| 33 | Identify and input new schedule for all GA & GP positions on T/O |
| 34 | Reclassify approx 25 positions on Commo's T/O located in [REDACTED]
[REDACTED] |
| 35 | Input Upper-grade ceiling for each Office in the current T/O |
| 36 | Include position description of new schedules for GA & GP in new Occupational Handbook |
| 37 | |
| 38 | Set up a 'dummy' organization to handle 'Civilian Reserve' and/or 'Retired' personnel |
| 39 | Investigate the changing 'IN' career service in the DCI to 'EN' |
| 40 | Write a special purpose program to allow the input of new data items in the current T/O Master |

<u>Conversion Number</u>	<u>Requirement</u>
41	Investigate the possibility of producing the Agency's Occupational Code Handbook by OL/PSD's 'EPIC' computer system
42	Investigate possibility of changing the current Sub-Category Codes from A,B,C,D, & E to P, C, T, & W STATINTL
43	Design an input form to permit the immediate input to the current T/O system of a security classification code on approx [REDACTED] positions
44	Write the necessary computer programs to convert the T/O Master with specs defined in Staffing Conversion Book
45	Assign Staffing items to employees in positions
46	Assign Staffing items to employees in D/C or P/R
47	Assign Staffing items to Contract employees

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 02

REQUIREMENTS:

Establish Staff Position Ceilings in the current T/O system.

REMARKS:

Approx 60 records.

'Current Ceiling' will be input

RESPONSIBLE COMPONENT : PMCD/OP & SRB/OP

REQUESTED DATE : 16 July 1971

REQUESTED COMPLETION DATE: Aug/Sep ~~1971~~ 1971

COMPLETION DATE : 31 Aug 71

STAFFING SYSTEM CONVERSION REQUIREMENTSCONVERSION NUMBER 03

REQUIREMENTS: Determine requirement and status as related to the new Staffing System, of the following positions currently located in the Temporary Assignment Staff.

<u>Pos Nr.</u>	<u>Pos Title</u>	<u>Organization</u>
0791	GENERAL POSITION	SPECIAL DETAIL-INTERNAL
0792	GENERAL POSITION	SPECIAL DETAIL-EXTERNAL
0803	GENERAL POSITION	SPECIAL DETAIL-FOREIGN

REMARKS:

The above positions were established by SRB/OP, without the knowledge of PMCD/OP, for the assignment of 'SRB Special' personnel. Position 0803 does not print on any reports.

RESPONSIBLE COMPONENT : SRB/OPREQUESTED DATE : 16 July 1971REQUESTED COMPLETION DATE: 30 Sep 1971 *1 changed 7 Sep 71*
15 Dec 1971 *2 changed on 21 Oct 71*COMPLETION DATE : Dec 1971

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 04

STATINTL

REQUIREMENTS:

STATINTL Reclãssify all positions [REDACTED] that are currently designated
as Foreign Field [REDACTED]

STATINTL

REMARKS:

REF: Reply to Policy Decision Book IV dated 27 Jan 1971.

14 July 1971 - PMCD advises that DDI currently has 3 positions
and DDP has 14 positions in the above category
that are in the process of being reclassified.

RESPONSIBLE COMPONENT : PMCD/OP

REQUESTED DATE : 12 July 1971

REQUESTED COMPLETION DATE: Dec 1971

COMPLETION DATE : Aug 1971

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STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 05

REQUIREMENTS:

Develop standard Abbreviated Title Suffixes for use in the new Staffing System

REMARKS:

Today, many various abbreviations are used to identify the same suffix.

i.e. - Deputy Chief is equated to D CH
 D-CH
 D-C
 D C
 etc

RESPONSIBLE COMPONENT : PMCD/OP

REQUESTED DATE : Nov 1970

REQUESTED COMPLETION DATE:

COMPLETION DATE : 14 Jan 1971

CONFIDENTIAL

1 November 1971

SUFFIXES

<u>Title</u>	<u>Abbreviation</u>
Africa	AF
Assistant Chief	A CH
Assistant Director	AD
Assistant Executive Officer	A EX
Assistant Special Agent in Charge	ASAC
Assistant Supervisor	A SUP
Automatic Data Processing	ADP
Automation Specialist	AUTSP
Captain	CAPT
Chief	CH
Chief of Base	COB
Chief of Operations	COPS
Chief of Station	COS
COMINT	COMNT
Corporal	CPL
Deputy Assistant Director	D AD
Deputy Chief	D CH
Deputy Chief of Base	DCOB
Deputy Chief of Station	DCOS
Deputy Director	DD
Deputy Regional Officer in Charge	DROIC
ELINT	ELINT
ELINT Intercept Controller	EIC
European	EUR
Executive Officer	EX
Executive Assistant	EXAST
Far East	FE
Foreign Language	FRLNG
Information Processing Coordinator	IPC
Information Release	INREL
Intelligence and Counterintelligence	ICI
Latin America	LA
Liaison	LIAIS
Lieutenant	LT
Mission Director	MD
National Communications System	NCS
National Photographic Interpretation Center	NPIC
Near East	NE
Officer in Charge	OIC
Paramilitary	PM
Programmer	PRGMR
Regional Area Specialist	RAS
Regional Officer in Charge	ROIC
Research and Development	R&D
Resident	RES
Sergeant	SGT

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<u>Title</u>	<u>Abbreviation</u>
Scientific Advisor	SCADV
SIGINT	SIGNT
Soviet Bloc	SB
Special Assistant	SAS
Special Assistant for Operations	SAO
Special Agent in Charge	SAC
Supervisor	SUP
Systems Analysis	SYSAN
Technical Advisor	TECAD
Technical Security Officer	TSO
Telemetry	TM
Telemetry Analyst	TMA
Telemetry Intercept Controller	TIC
Translator	TRANS
United States Intelligence Board	USIB
Watch Supervisor	WTSUP
Western Hemisphere	WH
Trainee	TRNEE

CONFIDENTIAL

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 06

REQUIREMENTS:

Develop standard footnotes that should be maintained in the new Staffing System.

REMARKS:

Today, footnotes are maintained, however there is no standard, plus the coding clerk forgets to remove them when a position is deleted, which many times results in erroneous reporting.

RESPONSIBLE COMPONENT : PMCD/OP

REQUESTED DATE : Nov 1970

REQUESTED COMPLETION DATE:

COMPLETION DATE : 14 Jan 1971

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 07

REQUIREMENTS:

Shorten all organizational titles at the Division level or below to 36 characters maximum.

REMARKS:

This requirement is necessitated by the lack of printing space on the new Request for Personnel Action.

REF: Policy Book IV.

NOTE: Special program was written to identify all the ORG titles that exceeded 36 characters.

RESPONSIBLE COMPONENT : PMCD/OP

REQUESTED DATE : 13 July 71

REQUESTED COMPLETION DATE: Aug/Sep ~~Dec~~ 71

COMPLETION DATE : Mar 1971

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 08

REQUIREMENTS:

Establish a unique 'occupational series code' for each position title currently in the T/O system

REMARKS:

Approximately 10 to 15 position titles are currently in the system that do not equate on a 'one for one' basis to occupational series code.

RESPONSIBLE COMPONENT : PMCD/OP
REQUESTED DATE : 13 July 71
REQUESTED COMPLETION DATE: Dec 71
COMPLETION DATE : Sep 71

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 09

REQUIREMENTS:

Standardize all manual totals currently maintained on each office in the T/O System to the following format:

- (1) Staff Positions by Hqs
- (2) Military Positions by Hqs
- (3) Non-Ceiling Positions by Hqs - *(after conversion)*

NOTE: Hqs = Departmental, [REDACTED] Foreign Field.
REMARKS:

Approximately 350 records

STATINTL

RESPONSIBLE COMPONENT : PMCD/OP & SRB/OP

REQUESTED DATE : 13 July 71

REQUESTED COMPLETION DATE: Dec 71

COMPLETION DATE : 31 Aug 71

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 10

REQUIREMENTS:

Establish and/or reclassify organizational (Division) components that should be designated at the 'Intermediate' level.
Reclassify subordinate organizational to the appropriate level.

COMPONENTS

REMARKS:

Coding Clerk Instructions: Code initial occurrence of 'Intermediate' header as a Type Header=C. All other occurrences are coded as a Type Header=Q. There is no indentation of these type records. Start in Col. 1 (same as Office & Hqs)

1. Intermediate level will be indicated with no indentations on the 261
2. The coding clerk will move all subordinate levels up in the coding hierarchy.

9/8/71 - Coding started on the 'Office of Security'

RESPONSIBLE COMPONENT : PMCD/OP & SRB/OP
REQUESTED DATE : 14 July 71
REQUESTED COMPLETION DATE: Dec 71
COMPLETION DATE : Nov 71

OFF

INT
DIV

OFFICE OF PERSONNEL

OFFICE OF THE DIRECTOR OF PERSONNEL

Positions

SPECIAL ACTIVITIES STAFF

Positions

DEPUTY FOR RECRUITMENT AND PLACEMENT

OFFICE OF THE DEPUTY - R & P

Positions

RECRUITMENT DIVISION

OFFICE OF THE CHIEF

Positions

SPECIAL ASSISTANT FOR CO-OPERATIVE PROGRAMS

Positions

FIELD RECRUITMENT BRANCH

Positions

DEPUTY FOR SPECIAL PROGRAMS

OFFICE OF THE DEPUTY-SPECIAL PROGRAMS

Positions

BENEFITS AND SERVICES DIVISION

OFFICE OF THE CHIEF

Positions

OFFICE OF SECURITY

OFFICE OF THE DIRECTOR

Positions

ADMINISTRATION AND TRAINING STAFF

OFFICE OF THE CHIEF

Positions

PERSONNEL BRANCH

Positions

TRAINING BRANCH

Positions

SECURITY RESEARCH STAFF

OFFICE OF THE CHIEF

Positions

LIAISON AND EXTERNAL OPERATIONS BRANCH

Positions, etc.

DEPUTY DIRECTOR PHYSICAL, TECHNICAL & OVERSEAS SECURITY

OFFICE OF THE DEPUTY DIRECTOR

Positions

PHYSICAL SECURITY DIVISION

OFFICE OF THE CHIEF

Positions

SAFETY BRANCH

Positions

BUILDING SECURITY BRANCH

OFFICE OF THE CHIEF

Positions

RECEPTIONIST SECTION

Positions

25X1A

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OFFICE OF ECONOMIC RESEARCH
OFFICE OF THE DIRECTOR AND STAFFS
OFFICE OF THE DIRECTOR
 Positions
SYSTEMS DEVELOPMENT STAFF
 Positions
ADMINISTRATIVE STAFF
OFFICE OF THE CHIEF
 Positions
ADMINISTRATIVE SECTION
 Positions
DOCUMENT SECTION
 Positions
CURRENT SUPPORT STAFF
 Positions
PUBLICATIONS STAFF
OFFICE OF THE CHIEF
 Positions
ACCOUNTS SECTION
 Positions
EDITING AND REVIEW SECTION
 Positions, etc.
COMMUNIST RESEARCH AREA
OFFICE OF THE CHIEF, COMMUNIST RESEARCH AREA
 Positions
USSR/EASTERN EUROPE DIVISION
OFFICE OF THE CHIEF
 Positions
EASTERN EUROPE BRANCH
 Positions
USSR BRANCH
 Positions

STATSPEC

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SECRET
(When Filled In)

OFFICE OR STAFF				OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER	PAGE 1 OF 1 PAGES				
DELETIONS				ADDITIONS							
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	POSITION STATUS	MAN'S CODE		
<u>Departmental</u> <u>Office of the Director of Personnel</u> <u>Deputy for Recruitment and Placement</u> <u>Office of the Deputy-R & P</u> <u>Recruitment Division</u> <u>Office of the Chief</u> <u>Special Assistant for Co-operative Programs</u> <u>Staff Personnel Division</u> <u>Office of the Chief</u> <u>Professional Selection Branch</u> <u>Professional Placement Branch</u> <u>CTP Selection Branch</u> <u>Clerical Staffing Branch</u> <u>Correspondence and</u> <u>Correspondence & Applicant Record Br</u> <u>Mobilization & Mil Personnel Div</u> <u>Reserve Branch</u> <u>Military Detail Branch</u> <u>Deputy for Special Programs</u> <u>Office of the Deputy-Special Programs</u> <u>Benefits and Services Division</u> <u>Office of the Chief</u> <u>Incentive Awards Branch</u> <u>Personal Affairs Branch</u>				<u>Departmental</u> <u>Office of the Director of Personnel (Realign)</u> <u>Office of the Director (New)</u> <u>Deputy for Recruitment and Placement (Realign)</u> <u>Office of the Deputy-R & P (Realign)</u> <u>Recruitment Division (Realign)</u> <u>Office of the Chief (Realign)</u> <u>Special Assistant for Co-operative Programs (Realign)</u> <u>Staff Personnel Division (Realign)</u> <u>Office of the Chief (Realign)</u> <u>Professional Selection Branch (Realign)</u> <u>Professional Placement Branch (Realign)</u> <u>CTP Selection Branch (Realign)</u> <u>Clerical Staffing Branch (Realign)</u> <u>Correspondence & Applicant Record Br (Realign)</u> <u>Mobilization & Mil Personnel Div (Realign)</u> <u>Reserve Branch (Realign)</u> <u>Military Detail Branch (Realign)</u> <u>Deputy for Special Programs (Realign)</u> <u>Office of the Deputy-Special Programs (Realign)</u> <u>Benefits and Services Division (Realign)</u> <u>Office of the Chief (Realign)</u> <u>Incentive Awards Branch (Realign)</u> <u>Personal Affairs Branch (Realign)</u>							
STAFFING COMPLEMENT TOTALS				APPROVAL							
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.							
				SIGNATURE _____ TITLE _____							

STAFFING COMPLEMENT CHANGE AUTHORIZATION

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 11

REQUIREMENTS:

Reclassify multi-incumbency positions that reside at various physical locations to facilitate the assignment of country/city codes to each position.

REMARKS:

25X1A 13 July 71 - [REDACTED] advised that positions in Recruitment Division/OP have been reclassified.

RESPONSIBLE COMPONENT : OP/PMCD

REQUESTED DATE : 7 July 71

REQUESTED COMPLETION DATE: Dec 71

COMPLETION DATE : Dec 71

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 12

REQUIREMENTS:

Remove the signature information records following each Office on the current T/O master.

i.e. For the Director of C I A
R. L. Bannerman
Deputy Director
Support

(Approximately 240 records)

REMARKS:

Coding Clerk Instructions:

Delete 'W' Type Header records starting with 'For the' thru 'Support'

16 July 71 - SRB advises they will start at once to remove the signature records.

RESPONSIBLE COMPONENT : Coding Clerk/SRB/OP

REQUESTED DATE : 16 July 71

REQUESTED COMPLETION DATE: Dec 71

COMPLETION DATE : 31 Aug 71